ABSTRACT OF THE DISCLOSURE

A computer-implemented method and system for processing a document such as a structured document in which information such as a term, name and belonging department is used as shared information and word consistency or modification can be automatically and easily reflected on all documents. In the document processing method, a shared information editing program edits shared information shared information frequently described in a plurality of documents, a shared information storage program stores the edited shared information in a secondary memory, a shared information list-up program lists up the shared information for each information type, a structured document editing program edits a structured document to describe a link to the shared information selected from the edited shared information listed up, a structured document storage program stores the structured document in the secondary memory, and a structured document output program reads out the shared information and structured document from the secondary memory and embeds the contents of the shared information in the structured document for its display or printout.